

Est. Attendance: _____

Danville Parks, Recreation & Tourism

Trail/Park Event Information

Fax to Outdoor Recreation at 434-797-8996 or mail to P.O. Box 3300 Danville, VA 24543

Event Title: _____ Date: _____

Trail/Park Name: _____ Time: _____

Sponsoring Group Name: _____

Contact Name: _____ Email: _____

Phone: _____ Work: _____ Cell: _____

Address: _____

Starting Location: _____

Route with Turnaround/End: _____

Brief Description of Event: _____

Described set-up planned: _____

Is there an entry fee?: ☐ Yes ☐ No If so, who retains the proceeds?: _____

Is use of indoor facilities requested?: ☐ Yes ☐ No (See #4 below)

Is a certificate of insurance attached? ☐ Yes ☐ No

Trail/Park Use Policy:

1. Trail/Park must remain open to the general public, except in the case of City-sponsored events where temporarily restricted public access is necessary for public safety and is coordinated by City staff.
2. No permanent markings of any type shall be made on any natural or artificial surface, nor shall trees, posts, etc. be damaged or defaced. Directional signs posted by approved methods shall be removed immediately after event.
3. All equipment such as tables, chairs, cones, flags, signs, etc. are the responsibility of the applicant and shall be removed promptly at the end of the event. All trash and pet waste must be removed from the site.
4. When use of indoor recreation facilities is desired during regular office hours, applicant is required to provide adult supervision. Applicant is required to rent indoor facilities if event takes place outside of regular office hours.
5. Sales of any products on City property must be approved in advance by the Director of Parks, Recreation & Tourism and will require completion of a concession contract.
6. Sufficient portable restroom facilities to serve the anticipated crowd must be provided by the applicant.
7. A certificate of insurance and an endorsement is required and **must be submitted at least 3 weeks prior to the event.** Certificate must state name & date of the event. Both the certificate and the endorsement must list as additional insured: City of Danville, 427 Patton St. Danville, Virginia 24541
8. The applicant for the use of the facility shall be responsible and liable for any and all injuries and damages to amenities, buildings, fixtures or property during the period of its use under this contract. The applicant agrees to reimburse the City of Danville for all such injuries or damages. The applicant agrees to save the City of Danville harmless from all claims for injuries to persons while using trail/park facilities.

Applicant Signature

Date

Staff Signature

Date